

## **ARLINGTON PUBLIC SCHOOLS**

*In accordance with the provisions of the Massachusetts General laws, Chapter 30A, Section 20, notice is hereby given for the following meeting of the:*

**Arlington School Committee  
Curriculum Instruction Accountability and Assessment  
Wednesday, November 10, 2021  
7:00 PM**

*You are invited to a Zoom webinar.*

*When: Nov 10, 2021 07:00 PM Eastern Time (US and Canada)*

*Topic: CIAA Subcommittee Meeting*

*Register in advance for this webinar:*

*[https://us02web.zoom.us/webinar/register/WN\\_hhIY5q0DSMqXXPYsWO27Zw](https://us02web.zoom.us/webinar/register/WN_hhIY5q0DSMqXXPYsWO27Zw)*

*After registering, you will receive a confirmation email containing information about joining the webinar.*

*Open Meeting (L. Kardon)*

*Discussion - Revised Job Description - MH Assessment and Outreach Specialist*

*Adjournment*

*The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*

*Stated times and time amounts, listed in parenthesis, are the estimated amount of time for that particular agenda item. Actual times may be shorter or longer depending on the time needed to fully explore the topic.*

Massachusetts law requires all open session meetings of public bodies to be accessible to members of the public, including those with disabilities. If you need reasonable accommodations in order to participate in the meeting, contact the Administrative Assistant to the Arlington School Committee Liz Diggins at [ediggins@arlington.k12.ma.us](mailto:ediggins@arlington.k12.ma.us).



## Town of Arlington, Massachusetts

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### Meeting Location

#### **Summary:**

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**Town of Arlington, Massachusetts**

**Open Meeting (L. Kardon)**



## Town of Arlington, Massachusetts

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### Discussion - Revised Job Description - MH Assessment and Outreach Specialist

#### ATTACHMENTS:

Type	File Name	Description
❑	Approval of Job MH_Assessment_and_Outreach_Specialist_- MH Assessment and Outreach Specialist - Description _Job_Description__11-8-2021.pdf	Job Description, 11-8-2021

ARLINGTON PUBLIC SCHOOLS  
Arlington, MA 02476

JOB DESCRIPTION

**POSITION: Mental Health Assessment and Outreach Specialist**

**JOB GOALS:** This position will support the development and implementation of a universal screening district-wide to identify students who need more intensive levels of support for behavioral and mental health. This goal will be accomplished by working alongside counseling staff and serving as a liaison between the school, families, and community organizations to support students' mental health. This position will partner with departments for Counseling and Social Emotional Learning (SEL), Diversity, Equity and Inclusion (DEI) as well as English Language Learners (ELL), METCO, and Special Education to reach out to historically disenfranchised communities and ensure effective communication with families often left out of traditional methods of communication. This position will ensure that all students are able to access the behavioral health screeners as well as all tiered supports referred for families. This will require home visits, phone calls, and personalized, frequent, repeated, creative outreach with team collaboration.

**Qualifications:**

- Hold or be eligible to obtain either a valid school counselor license or school social worker license.
- Strong interpersonal relationships with students, staff, and parents
- Ability to communicate effectively in written and oral forms
- Ability to develop and compile a variety of records and reports
- Experience with spreadsheets and assessing data and universal screeners.
- Ability to work effectively with diverse cultural groups, multilingual preferred.
- Experience in community outreach and building community relationship
- Strong administrative organization and ability to maintain complete and accurate records. Self-starter with ability to work independently
- Valid driver's license, good driving record, and regular access to a reliable vehicle

**Responsibilities:**

- Collaborate with and educate colleagues and school communities about mental health assessments and supporting students' mental health in the classroom.
- Assist staff with the identification of students who need additional (moderate/Tier II or intensive/Tier III) support based on assessment and observations of students.
- Participate in joint planning and case management with community agencies that support students' needs.
- Conduct staff and community education on behavioral and mental health screeners.

- Maintain professional practice and development, staying current with recent approaches to improving behavioral health services for students, staff, and families.
- Gather and track data on students' mental, social, and emotional health and well-being.
- Work independently, with minimal supervision and guidance, in performing all assigned responsibilities in an efficient and correct manner.
- Perform outreach to community members who may require additional support or assistance, as well as to the wider community with information about available services.
- Assist families to identify and access community treatment, support, and other resources.
- Coordinate closely with other project staff, including principals and counselors.
- Work with collaterals and other professionals involved with families.
- Communicate effectively with students, parents, school staff, community members and state organizations in written and oral presentation.
- Identify community resources to support families in accessing support parenting support services and other other needs.
- Attend team and project staff meetings.
- Regular attendance and punctuality is required.
- Other related duties as assigned by the supervisor.

**Competencies:**

- Communication
- Teamwork
- Problem Solving
- Development and Continual Learning
- Adaptability and Flexibility
- Valuing Diversity
- Family and Student Focus

REPORTS TO: Director of Social Emotional Learning and Counseling

TERMS OF EMPLOYMENT: 10 month, 183 work Day Position in Accordance with the Arlington Education Association Bargaining Unit

BENEFITS: Health, Dental, Life and other Insurance Benefits available  
 Arlington values diversity. The Arlington Public Schools is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religious creed, national origin, sex, sexual orientation, gender identity, genetic information, military service, age, ancestry, or disability.



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**Town of Arlington, Massachusetts**

**Adjournment**